



MINUTES OF THE REGULAR MEETING  
OF THE HISTORIC PRESERVATION BOARD  
CITY COMMISSION CHAMBERS, CITY HALL  
WEDNESDAY, DECEMBER 19, 2012 5:00 P.M.

The Historic Preservation Board of the City of Leesburg held its regular meeting Wednesday, December 19, 2012 in the Commission Chambers at City Hall. Chairman John O'Kelley called the meeting to order at 5:02 p.m. The following members were present:

John O'Kelley  
Paige Chassie  
Guy Ross  
William Hayes

City staff that was present included Bill Wiley, Community Development Director, Dan Miller, Senior Planner and Dianne Pacewicz, Administrative Assistant II.

**MINUTES OF HISTORIC PRESERVATION BOARD MEETING FOR JUNE 27, 2012.**

**Commissioner William Hayes moved to APPROVE the minutes. Commissioner Paige Chassie SECONDED the motion, which was PASSED by a unanimous voice vote of 4 to 0.**

**NEW BUSINESS**

1. **LINDA R. ROBINSON – 712 LINCOLN AVENUE - REVIEW THE PROPOSED APPLICATION TO ADD 2 ROOMS (MASTER BEDROOM AND STUDY) PLUS A DECK AND SCREENED PORCH AND CONVERT EXISTING CARPORT INTO LIVING SPACE.**

The applicant has requested approval from the Historic Preservation Board for the following renovation and new construction including the enclosure of the carport:

1. addition of two (2) rooms, a master bedroom and study,
2. addition of a deck and a porch,
3. enclosing the existing garage into a living space.

Bill Wiley presented the exhibits, which included the staff recommendations, an aerial map, and site photos.

The Planning & Zoning staff recommended the approval of the request for the following reasons:

- 1) The proposed construction complies with the Sec. 25-292. Supplemental district requirements of the Land Development Code and the intent of Historic District Design Guidelines as noted below:

The home is listed on the Phase II Historic Structure Survey completed in May 2006 and was built in 1946, which qualifies it as a historic structure. The structure is not within the Historic District; therefore, the Board only has review authority under the LDC for the enclosing of the carport.

However, the Board can recommend historic design considerations as part of their review on enclosing the carport. Staff does not recognize any significant historical architectural features for the subject property and believes that the proposed change will maintain the historic character of the dwelling. Therefore, staff is recommending approval of this request for the carport enclosure based on the medical issues documented in the letter from Lowell F. Clark, M.D. The new construction will complement the size, color, material, and character of the adjacent residential homes and the overall historic setting of the area.

Sec. 25-292. - Supplemental district requirements.

The following supplemental requirements shall apply to all uses within this chapter. These standards and criteria are deemed necessary to provide for the health, safety, morals and general welfare of the citizens of Leesburg.

- (19) *Residential garages.* All new single family detached dwellings constructed after the effective date of this section in all zoning districts shall require a garage of at least two hundred forty (240) square feet with minimum design dimensions of twelve (12) feet × eighteen (18) feet for automobile parking. All garages shall be equipped with an operational overhead door with minimum dimensions of eight (8) feet × seven (7) feet, which door, when closed, conceals the interior of the garage. Should any property owner enclose or reduce the size of any existing garage or carport below the square footage requirements of this section, the owner shall be required to construct a new garage on the property sufficient to meet the square footage requirements of this section. However, historic dwellings listed in the city's historic surveys or in the historic district may be allowed to replace existing carports with a carport meeting the requirements of this section if approved by the historic preservation board as necessary to maintain the historic character of the dwelling. New carports and garages shall be designed to be architecturally similar and compatible to the principal residence.

#### Historic District Design Guidelines Additions

*Recommendations, page 9:*

*Historic building additions are often required to make projects economically feasible, to satisfy fire and building code requirements, to house mechanical systems, and for other personal or practical reasons. They are allowed under the Secretary of the Interior's Standards and specifically addressed in Standards 9 and 10.*

*9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.*

*10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

*Additions should not significantly alter original distinguishing qualities of buildings such as the basic form, materials, fenestration, and stylistic elements. They should be clearly distinguished from original portions of building and should result in minimal damage to it. Character defining features of the historic building should not be radically changed, obscured, damaged, or destroyed in the process of adding new construction. The size and scale of the new addition should be in proportion to the historic portion of the building and clearly subordinate to it. Additions should be attached to the rear or least conspicuous side of the building. They should be constructed so that if removed in the future, the essential form and integrity of the building will be unimpaired.*

*A variety of new construction is permissible, providing Standards 9 and 10 are met. Stair tower additions to meet egress requirements in commercial buildings, connector infill, and greenhouse additions have all been found to meet the Standards.*

Recommendations:

- 1. Keep new additions and adjacent new construction to a minimum, making them compatible in scale, materials, and texture with the existing building and surrounding district. Additions such as swimming pools should be attached to the rear or least conspicuous side of the building.*
- 2. Design new construction to be compatible in materials, size, color, and texture with the earlier building and neighborhood.*
- 3. Use designs compatible with the character and feeling of the building and neighborhood.*
- 4. Protect architectural details and features that contribute to the character of the building during the course of constructing the addition.*
- 5. Place television antenna, satellite dishes and mechanical equipment, such as air conditioners, in an inconspicuous location, preferably a side or rear elevation where they can not be seen from the street.*

Avoid:

- 1. Imitating an earlier style or period of architecture in additions.*
- 2. Adding height to a building that changes its scale and character. Changes in height should not be visible when viewing the principal facades.*

Vice-Chairperson Paige Chassie asked what the effect would be if someone wanted to get rid of the carport in the future. Mr. Wiley replied that they would still have the garage, and that future applications would be reviewed on a case-by-case basis. Vice-Chairperson Chassie wanted to confirm that if something else came up, that the Board would be able to disapprove. Mr. Wiley replied that they would.

It was just after this that the discussion ended and the voting took place.

**Commissioner William Hayes made a motion to APPROVE – LINDA R. ROBINSON – 712 LINCOLN AVE. Commissioner Guy Ross SECONDED the motion which, PASSED by a unanimous voice vote of 4 to 0.**

**GENERAL HISTORIC PRESERVATION INFORMATION - STAFF APPROVED APPLICATIONS**

- 1. LAFOLLETTE RESIDENCE – 1100 HERNSON STREET – RE-ROOF OF A RESIDENTIAL HOME, CHANGING FROM A SHINGLE ROOF TO A METAL ROOF – APPROVED BY STAFF**
- 2. OMEGA FIREARMS TRAINING – NEW SIGN AT 209 SOUTH 2<sup>ND</sup> STREET – APPROVED BY STAFF**

Chairman John O’Kelley asked if they would be shooting weapons inside the building. Mr. Wiley answered no, it is used for firearms training right now.

- 3. MIKE & LARRY’S CYCLES – 1120 WEST MAIN STREET – ADDITION OF WINDOW SIGNS TO THE BUSINESS – APPROVED BY STAFF**

In preparing to bring this application for the staff approved application, staff had realized that the door of the building had been changed. Mr. Wiley stated that the door that is currently on the building does not meet the requirements of the Historic Design Guidelines, and that it specifically prohibits that type of door. In the April, 2007 Historic Preservation meeting, it was noted that the door needed to be changed and it had not yet been done.

Mark Germain stated that he did try to find a door that was a historically accurate front entranceway and that would be secure and fit the opening. He did an online search and he did find a door, circa 1925, that showed a commercial door that had a front entranceway with some relief in the door. Mr. Germain said that he did just recently purchase the current door and decided to go with a flat surface because he thought it would be acceptable to the City. He would replace the current door if necessary or, he said that he could add some decal to it, as right now it serves the building for security purposes.

Chairman O'Kelley asked if he wanted a door with glass or without glass. Mr. Germain stated that to be historically accurate, he thought the door should have glass, but then they would sacrifice some security. Mr. O'Kelley suggested Romac Lumber, Victoria's Antique Warehouse, Lake Door and Trim and others to find a historic commercial door. Chairman O'Kelley suggested Mr. Germain taking a picture of the door for approval by Bill, and to not have to come back before the Board.

Commissioner Hayes stated that he didn't have a problem with the plain door. Commissioner Chassie said that the Board is trying to have consistency and that the door is not consistent with what they are trying to do. Things will change in the future, but that they need to stay consistent now.

Mr. Germain said that he is trying to constantly improve the premises. He brought up the idea of getting two more antique pumps and asked how the Board would feel about that. Chairman O'Kelley said that in his opinion it would be ok.

Mr. Wiley stated that, in going over the minutes from April, 2007, there was also a request from the Board to add a stucco window sill to match the rest of the building, and that all windows and mutttons be painted to also match the rest of the building. Mr. Germain said that he had been looking around for something that would match the current cut brick around the sill and he hasn't been able to find anything. Chairman O'Kelley suggested using Styrofoam that would simulate brick.

It was just after this that the discussion ended and the voting took place.

**Commissioner Paige Chassie made a motion for A 3-MONTH TIME FRAME TO COMPLETE THE WORK FOR THE FRONT DOOR AND SILL UNDER THE WINDOW - MIKE & LARRY'S CYCLES – 1120 WEST MAIN STREET. Commissioner Guy Ross SECONDED the motion which, PASSED by a unanimous voice vote of 4 to 0.**

## **OUTSTANDING HISTORIC RESTORATION**

The Board discussed awarding the Lafollette residence the Historic Restoration sign to recognize their recent re-roof.

**Commissioner William Hayes made a motion to APPROVE the awarding of the restoration sign to the LAFOLLETTE RESIDENCE – 1100 HERNDON STREET - in the month of January. Commissioner Paige Chassie SECONDED the motion which, PASSED by a unanimous voice vote of 4 to 0.**

## **DISCUSSION ITEMS**

1. Commissioner Hayes mentioned how palm trees were cut down in front of Leesburg High School. They were only supposed to be trimmed, but were leveled instead. There are 5 or 6 new palms that have been put in since.
2. Chairman O'Kelley brought to the Board's attention the possible demolition of Lee School. He said that the building, which is currently empty, costs a lot for the School Board to maintain and how they do not have the funds. If School Board does decide to demolish the building, they will need to come before the Board. Chairman O'Kelley said that he does not believe that the school is beyond repair,

and ideas and solutions for what the building can be use for are needed. Commissioner Chassie inquired about grants that are available for the building. Chairman O'Kelley said that they might be if there was a reason for the grants and a reason for the building. Mr. Wiley stated that it is on the National Register so a grant would be justifiable. Mr. Wiley also said that with the being a quasi-judicial board and if an application should come before the board, that he would caution the board from expressing their opinion. He said that the Board's position would be that they will review any application that comes before them.

## **ANNOUNCEMENTS**

1. THE NEXT SCHEDULED MEETING OF THE LEESBURG HISTORIC PRESERVATION BOARD IS JANUARY 23, 2013 (AS NEEDED BASIS)

## **ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

**Commissioner William Hayes made a motion to APPROVE adjournment. Commissioner Guy Ross SECONDED the motion which, PASSED by a unanimous voice vote of 4 to 0.**

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John O'Kelley, Chairman

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Dianne Pacewicz, Administrative Assistant II